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MONTHLY TECHNICAL PROGRESS REPORT

for the period

August 1 – August 31, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 9/6/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
August 2008**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on August 8.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on August 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on August 8.

The annual property inventory was conducted and the list of EPA property in the Records Center was submitted to the TOAM on August 29.

A report on the status of SMS Release 2 user acceptance testing was submitted to TOAM and RTP contractors on August 10.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,672 documents and edited 2,572 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

ELECTRO TREATMENT INC
LONG BEACH NAVAL STATION
MARE ISLAND NAVAL SHIP YARD
NAVAL SHIPYARD LONG BEACH
TUSTIN MARINE CORPS AIR STATION

The site assessment Librarian IV received 16.4 lft. of new documents, of which 5.5 lft. were federal facilities documents, and processed 14 new sites.

Circulation Department staff shelf-read approximately 186.3 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on four site files.

On July 26 staff met with Case Developer Andrew Taylor to discuss indexing Montrose Chemical Corp. documents stored on a USB drive provided by PRP attorneys. The matter has been referred to ISO Al Barberi for further clarification.

On August 24 staff met with ORC attorney Michael Massey to discuss indexing documents to the Greka site files. A process was established for checking the documents back out to Mr. Massey after they have been indexed.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

73.1 lft. of documents were picked up from EPA regional offices. 17 Transfer of Records forms were processed.

1.3 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated August 24.
FRC Storage Report, updated August 24.
On-Site Storage Report, updated August 24.
Contracts On-Site Storage Report, August 5 and 12

Staff checked .3 lft. of unindexed Iron King Mine – Humboldt Smelter documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,941 documents (72,400 pages) during August and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 3 SCAP accomplishment documents during August.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Six Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
02	09E9	ATLAS ASBESTOS MINE
01	0970	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT) (for SSID 09W4)
00	09SP	MCCLELLAN AIR FORCE BASE
00	09WG	ROSELLE MAD CHEMIST

Staff retrieved 5 cost packages/financial documents for EPA staff during August.

The Cost Package Documentation Index was updated on August 5 and 12.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 13.5 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09FL	00	ALAMEDA NAVAL AIR STATION
09FL	01	ALAMEDA NAVAL AIR STATION
0900	00	ALUMINUM & MAGNESIUM INC, DIVISION OF VULCAN MATERIALS
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
0934	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
09JW	02	B.F. GOODRICH
09Q4	01	BARSTOW MARINE CORPS LOGISTICS BASE
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09MM	01	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	00	CAL ENERGY CORPORATION
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09Q3	01	CAMP PENDLETON MARINE CORPS BASE
09R6	02	CARSON RIVER MERCURY SITE
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09TC	00	CHEMGOLD, INC
0900	00	CHINLE BOARDING SCHOOL
09H3	01	CONCORD NAVAL WEAPONS STATION
0900	00	CONTINENTAL CLEANERS
091N	01	COOPER DRUM
0900	00	CRAFTON REDLANDS AREA
09H5	01	CTS PRINTEX, INC.
09JT	00	CYPRUS TOHONO MINE
09JT	01	CYPRUS TOHONO MINE
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
09P8	11	EDWARDS AIR FORCE BASE
09H6	01	EL TORO MARINE CORPS AIR STATION
09KG	00	ELECTRO TREATMENT INC
0900	00	FATHER AND SON AUTO SALES
09Q6	01	FORT ORD
094R	01	FRONTIER FERTILIZER
09Q7	00	GEORGE AIR FORCE BASE
Z900	N/A	GREKA UNASSIGNED
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
0900	00	HILLCREST BAY MOBILE HOME PARK
0900	00	HILO ARSENIC SPILL SITE

SSID	OU	SITE NAME
0900	00	HOLIDAY RV & MARINE
0900	00	HONOLULU INTL AIRPORT
0900	00	HONOLULU SKEET CLUB
0900	00	HUNTINGTON CENTRAL PARK
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09GH	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
09F6	00	JASCO CHEMICAL CORP
09F6	01	JASCO CHEMICAL CORP
09WR	00	JERVIS B. WEBB CO.
0900	00	KAISER CEMENT CORP PERMANENTE PLT
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
0900	00	LANAI CHEMICAL MIXING AREA
0900	00	LANAI DDT STORAGE TANK AREA
0900	00	LANAI DRUM SITE NO 1
0900	00	LANAI DRUM SITE NO 2
0900	00	LANAI DRUM SITE NO 3
0900	00	LANAI DUMP SITE
0900	00	LANAI DUMP SITE PALAWI BASIN
093Y	01	LAVA CAP MINE
09S1	00	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
097J	02	LEHR/OLD CAMPUS LANDFILL
098N	00	LONG BEACH NAVAL STATION
098N	01	LONG BEACH NAVAL STATION
099U	00	LONG BEACH SHIPYARD
0989	00	LORENTZ BARREL & DRUM CO
0989	01	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	05	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	06	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09K7	01	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	00	RIVIERA LAUNDRY & CLEANERS
09WG	00	ROSELLE MAD CHEMIST
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09QY	02	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)*
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WS	00	SEAM MASTER INDUSTRIES
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO
09SY	00	SKYLINE AUM WASTE PILE SITE
0964	01	SOUTH BAY BASIN
091U	00	SOUTHWEST FOREST IND WOOD TREATMENT PLT
0900	00	STEVENS CREEK QUARRY
0900	00	STRAWBERRY AUTO SERVICE
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
098R	00	TREASURE ISL NAVAL STATION
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	05	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
091C	01	TUCSON SOURCES
099D	00	TUSTIN MARINE CORPS AIR STATION
0900	00	VACANT LOT-APN 48018108
097E	00	WAIAKEA POND/HAWAIIAN CANE PRDTS PLANT

SSID	OU	SITE NAME
0900	00	WAIAWA GULCH-INDUSTRIAL PARK/STREAM
0900	00	WAIMANALO GROUNDWATER INVESTIGATION
09SU	00	WEST OAKLAND LEAD REMOVAL
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	01	YUMA MARINE CORPS AIR STATION
09K6	02	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 65 requests for documents, performed 623 database searches in SDMS-C, and provided 880 documents for EPA staff and other requesters.

Twenty-seven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on August 4 and August 3 respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 9.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,674 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 286 pages off-site to a copy service. In addition, staff printed 60 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 22 requests for documents on CD-ROMs. 164,424 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09QP	00	ALL METAL PROCESSING (BURBANK)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09W3	00	BLUE WATER URANIUM MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0945	01	COAST WOOD PRESERVING
09Y1	00	DCE CIRCUITS
0936	01	DEL AMO FACILITY
0900	00	EL PASO NATURAL GAS SITE
09Q7	00	GEORGE AIR FORCE BASE
09Q7	01	GEORGE AIR FORCE BASE
09RK	00	GOLDOME
Z900	N/A	GREKA BELL LEASE COMPLEX SPILL
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
099G	00	INDIA BASIN BOATYARD
09G6	01	INDIAN BEND WASH SOUTH
0917	01	IRON MOUNTAIN MINE
09F6	01	JASCO CHEMICAL CORP
09WR	00	JERVIS B. WEBB CO.
0941	00	MCCLELLAN AIR FORCE BASE
0926	01	MONTROSE CHEMICAL CORP
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09K7	01	NEW IDRIA MERCURY MINE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
091S	13	PEARL HARBOR NAVAL COMPLEX
0900	N/A	PERCHLORATE DOCUMENTS
09WZ	00	PETALUMA PRECEDENT

SSID	OU	SITE NAME
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0980	01	SHARPE ARMY DEPOT
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in August:
Petaluma Precedent Removal AR, sent August 12.

On August 31 staff met with EPA staff to strategize document delivery procedures for emails and their attachments for the Northeast Churchrock Mine administrative record. Document delivery procedures were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Six work-performed compilations were created or updated during August for the following sites:

OU	SSID	Site Name
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT) (incls work for 09W4)
03	0936	DEL AMO FACILITY
02	09BE	MOTOROLA, INC. (52ND STREET PLANT)
04	09BE	MOTOROLA, INC. (52ND STREET PLANT)
03	0926	MONTROSE CHEMICAL CORP

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:
CD-ROM format: 11 collections
Electronic files attached to E-mails: 49 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0936	03	DEL AMO FACILITY
09XD	00	FORT MOJAVE ABANDONED DRUMS
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0926	03	MONTROSE CHEMICAL CORP
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09BC	02	OMEGA CHEMICAL CORP
09WZ	00	PETALUMA PRECEDENT
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09SY	00	SKYLINE AUM WASTE PILE SITE
09SU	00	WEST OAKLAND LEAD REMOVAL

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on August 23.

The PM held a Scanning Department meeting on August 9.

The PM held a Cost Recovery Department meeting on August 9.

The RMS IV/Assistant Manager held meetings with special projects staff on August 3 and 4.

The RMS IV/Circulation Department Supervisor held a departmental meeting on August 18.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on August 23.

The PM purchased supplies and/or equipment during August as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on August 16 a RMS V gave IMC Eugene Rainwater a demonstration of the new Site Management module introduced in SEMS Release 2.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On August 9, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri to certify the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files August 30. This is an ongoing monthly effort.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

All staff completed the annual security awareness training by August 31 as required.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in August.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

At 21.5 FTEs, we are at our lowest staffing level since 1991. The number of requests and documents submitted to us has increased significantly since that time. While we are still able to execute the SOW and meet most time-sensitive requests, we are concerned that our recent progress on backlog reduction may not be sustainable at the current staffing level.

Our indexing tool JCIA has been extremely slow and unresponsive in August. We lost a total of approximately 3.5 days of indexing due to this outstanding problem. We reported it to the SDMS Reference Desk on August 23 (SURS #R9-00146), but it is still not resolved.

III. PERSONNEL ACTION

IS II Jill Yate submitted her resignation. Her last day on the contract was August 10.

RMS III Matthew Galli's last day on the contract was August 12.

Per the TOAM, we will not be refilling either position.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 12 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM XX requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,774	37.9 lft.	433.3 lft.

Inventories

Records Surveyed	Year to Date
39 lft.	329.3 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	451.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
42	0	0	0	9	0	0	14	65

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL

Two Librarian IV/Records Librarians performed indexing (147 documents, 2.89 linear feet) and two RMS II/Scanning Specialists performed scanning (10,853 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS III/Box Storage Coordinator prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 157.4 hours were expended on this effort during the month.

SSID 094X, OU 05, SAN GABRIEL VALLEY (AREAS 1-4)

One Librarian IV/Records Librarian performed indexing (219 documents, 2.3 linear feet) and two RMS II/Scanning Specialists performed scanning (2,563 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 111.7 hours were expended on this effort during the month.